



IRA Sample Letter of Instruction

To: IRA Administrator

Dear Sir or Madam:

Please accept this letter as my request to make a direct charitable distribution from my individual retirement account (IRA), Account # _____. This distribution is intended to be an IRA charitable rollover, as authorized by Section 408(d)(8) of the Internal Revenue Code.

Please issue a check in the amount of \$ _____ payable to Seniors First, Inc. and send the check to the following address:

Seniors First, Inc.
Attn: Philanthropy Officer
5395 LB McLeod Road
Orlando, FL 32811

Seniors First, Inc. tax ID number is: 59-2759603, and is a qualified charitable recipient for this transfer. Please issue the check in a timely manner to qualify as a qualified charitable distribution during the 20_____ tax year.

Important: In your transmittal to Seniors First, Inc., please indicate my name and address as the donor of record in connection with this transfer, and please copy me on your transmittal.

If you have any questions I can be reached at _____.

Thank you for your assistance in this matter.

Sincerely,